

1 FEB 1988

MEMORANDUM FOR: ALL OL EMPLOYEES

FROM: John M. Ray
Director of Logistics

SUBJECT: Office of Logistics Quarterly -
Wednesday, 24 February 1988, [REDACTED]

1. You are invited to attend the next OL Quarterly scheduled for 1000-1100 hours, Wednesday, 24 February, [REDACTED] Building. Please see the attached agenda for the speakers and topics.

2. Please call in the number of attendees by noon, 19 February, to Dawna, Marie [REDACTED] or Brenda [REDACTED]. Those who will not be able to attend the quarterly held [REDACTED] are encouraged to attend the quarterly scheduled for 1000-1100 hours, Tuesday, 23 February, in the Headquarters Auditorium.

3. These Quarterlies are one of our most valuable means of communicating what OL is doing and who's doing it, and we're constantly trying to make the presentations more interesting as well as informative. Your constructive feedback is always appreciated.

[REDACTED]
John M. Ray

Attachment

Unclassified when separated
from CONFIDENTIAL Attachment

~~CONFIDENTIAL~~

AGENDA

OL QUARTERLY - 1st QUARTER FY 1988

25X1 Wednesday, 24 February, 1000 hours

Introduction

John M. Ray, D/L

Presentation of OL Employee of the
Quarter Awards

Henry P. Mahoney, ADDA

25X1 What is Supply Management Branch?--Where
 does it fit?--Why should I know anything
 about it?--Do's & Don'ts of Processing
 Requisitions--Volume of business

Update on Integrated Logistics Support
Plan (ILSP)--Cafeteria Expansion

OL/SD/SMB

OL/FMD

25X1 OL/RECD

25X1 Personnel Matters , C/P&TS/OL

Update on OL Activities--1st Qtr FY 88

C/IMSS/OL

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